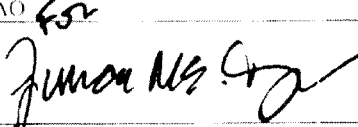
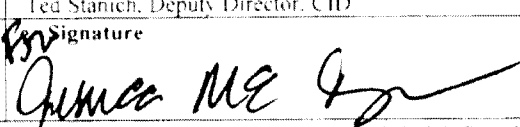



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Middleburg Heights (Cleveland), OH		2. POSITION NUMBER B17033X	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position: OPM PCS for Administrative Work in the Inspection, Investigation, Enforcement, and Compliance Group, 1800 - Issued: 03/2009; Revised: 04/2011; OPM GS Supervisory Guide, HRCD-5, 06/1998, 4/1998					
		b. Title	c. Pay Plan	d. Series	e. Grade
Official Allocation	Supervisory Criminal Investigator		GS	1811	14
4. Supervisor's Recommendation	Supervisory Criminal Investigator		GS	1811	14
Assistant Special Agent in Charge			6. NAME OF EMPLOYEE Brad Ostendorf		
7. ORGANIZATION (Give complete organizational breakdown)			c. Chicago Area Office		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Enforcement and Compliance Assurance			g.		
c. Office of Criminal Enforcement, Forensics and Training			h. Employing Office Location Chicago, IL		
d. Criminal Investigation Division			i. Organization Code BDBG0000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor SAC, Chicago AO			d. Typed Name and Title of Second-Level Supervisor Ted Stanich, Deputy Director, CID		
b. Signature 		c. Date 3/28/17	e. Signature 		f. Date 3/28/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGI-450 Required <input type="checkbox"/> OGI-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation. This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 00	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 ___ % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing (___)				
i. Classifier's Signature 					j. Date 5/2/2017
11. REMARKS This position may be located in the following duty locations: Chicago, IL; Minneapolis, MN; Indianapolis, IN; Cleveland, OH; Detroit, MI					

SUPERVISORY CRIMINAL INVESTIGATOR GS-1811-14

INTRODUCTION:

This position serves as an Assistant Special Agent-in-Charge (ASAC) of a Criminal Investigation Division (CID) Area Office in the Office of Criminal Enforcement, Forensics and Training (OCEFT), Office of Enforcement and Compliance Assurance (OECA), U.S. Environmental Protection Agency (EPA). The CID is a nationwide organization, comprised of criminal investigative, administrative, professional, technical, and clerical personnel in its Washington, D.C. Headquarters office, as well as numerous field locations throughout the country.

This position reports directly to the Special Agent-in-Charge (SAC) of the Area Office. The ASAC is the first line supervisor and supervises agents and support staff in the CID Area Office as well as all Resident Office(s) and assists with the management of a highly visible, highly sensitive, and complex criminal investigations program over a wide, multi-jurisdictional, and multi-geographical area. The ASAC assists the Area Office SAC in program planning, policy and procedures analysis, case selection, and guidance development. The ASAC is responsible for communicating with the Area Office SAC and CID Headquarters management in a timely manner to keep them well informed as to significant investigative and operational activities and developments. In this capacity, the ASAC analyzes and prepares comments and recommendations concerning highly complex and sensitive criminal investigations and related issues to assist the Area Office SAC in meeting the program's mission needs.

MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for assisting with the day-to-day supervision of the Area Office and assigned Resident Office(s) staff including the review, coordination, and supervision of all investigative, operational, and administrative matters. Assists with determining responsibilities and priorities, implements OCEFT's strategic plan, makes assignments, determines material, equipment and facilities needed, recommends appropriate incentives, plans and carries out training and development of employees, and assures safe practices. Monitors and assesses subordinate performance and behavior, taking timely action to recognize those who produce superior work product and timely corrective action or adverse action against those whose work product, production, or behavior is substandard for their grade and/or position. Maintains communication or is aware of the physical location of employees during business hours.

Supports the SAC in overseeing the development and conduct of EPA's criminal investigation program within the Area Office and assigned Resident Office(s). In coordination with the SAC and CID Headquarters, establishes long-term goals and objectives necessary to accomplish overall Agency, OECA, Regional, and OCEFT program priorities.

Assists in defining national program policies, strategies, and procedures based on consideration of relevant conditions and trends, program objectives and the effects of actual or probable legislation. Remains abreast of trends and developments in environmental crimes and law enforcement and makes recommendations for changes in objectives and priorities.

Assists with oversight of all investigations, undercover operations, and initiatives conducted within the Area Office and assigned Resident Office(s), as well as joint investigations or activities with international, federal, tribal, state, regional, county and local law enforcement agencies. Provides input to CID Headquarters, OCEFT, OECA, and other EPA staff on policy and guidance concerning issues related to national and international investigative matters.

Coordinates with assigned RAC(s) within the Area Office to determine which office has lead investigative responsibilities and develops specific assignments utilizing personnel expertise and talents on the basis of overall objectives, needs, and priorities. Gains assistance from other agencies as required, to pursue large scale or complex cases.

Reviews and approves investigative case reports of subordinate agents in a timely manner. Performs regular case reviews with subordinate field agents and assigned Resident Office(s), providing advice on a routine basis and guidance concerning complex investigations or case management concerns within their assigned offices.

Assists with evaluating the effectiveness and adequacy of the program within the Area Office and assigned Resident Office(s). Routinely assesses the methods, techniques, and systems used to fulfill the program's needs. Makes necessary adjustments to existing operations and procedures, including identification of alternate means of meeting responsibilities to enhance the program's operational efficiency and effectiveness. Develops and analyzes information necessary to direct, measure, evaluate, and manage the organization's performance and reports results, in coordination with the SAC, to the Deputy Director and Director, CID.

As delegated by the SAC, serves as a point of contact for communications and coordination of activities conducted by the Area Office and assigned Resident Office(s). This includes strategic coordination, development of region-wide strategic enforcement initiatives, participation in enforcement case screening, and coordination with EPA Regional management on a routine basis. Maintains lines of communication between the Area Office and assigned Resident Office(s) as well as other CID Offices and Headquarters. Evaluates inquiries and requests from a variety of sources in order to advise the SAC and CID senior management and key officials of appropriate response(s). Prepares written communications on behalf of the Area Office SAC to senior CID and OCEFT management personnel, requiring procedural and investigative expertise that includes detailed knowledge of investigative, operational and administrative policies and procedures.

Establishes and maintains liaison with high ranking officials concerning controversial and sensitive issues and assures that lines of communication are maintained. Builds relationships with senior officials from law enforcement, prosecutorial, and intelligence/analytical agencies including international, federal, tribal, State, regional county and local levels of government. Initiates and develops new working relations with governmental and non-governmental stakeholders to expand the presence and effectiveness of the program.

Assists SAC in working with senior EPA Regional officials to further the goals of the criminal program and to increase coordination with other programs within the Region. As delegated by the SAC, coordinates with EPA Regional officials to meet the programmatic, operational and administrative needs of the program.

As delegated by the SAC, serves as liaison and coordinates with OCEFT's other programs including the Protection Detail, forensics, training, legal, and others consistent with the direction provided by the SAC.

Facilitates communication with CID Headquarters and other CID Area Offices by participating in CID supervisor conference calls and supervisor training conferences, as well as submitting necessary case information (e.g., CID's Projected Activities and Agenda Report (PAAR) and significant investigative activities.

Ensures that the integrity of the program (e.g., quality assurance and quality control requirements) is maintained and consistent with CID policies. Assists with the management and allocation of resources within the Area Office and assigned Resident Office(s) to ensure national and regional priorities are met. Organizes and sets priorities for routine work. Plans and administers resources and materials necessary to effectively support subordinates and the enforcement program. . Demonstrates a high degree of fiscal responsibility in managing the Area Office and assigned Resident Office(s).

Refers to and complies with all applicable regulatory and procedural guidelines. Exercises sufficient internal controls to assure that resources are safeguarded against waste, loss and unauthorized use; accurate records of the receipt, expenditure, and use of resources are maintained; operational efficiency is maximized; and prescribed policies and procedures are followed. Holds subordinates responsible for government owned property and its accountability including, but not limited to: GSA leased vehicles; government gas, and travel cards; and cellular telephones. Ensures employee accountability for travel expenses and other services paid for by the Agency (e.g., by requiring submittal of vouchers).

Exercises continuing responsibility to effectively support Equal Employment Opportunity principles and Diversity Action Plans. Is responsible for communicating this support to subordinates and taking positive actions that will motivate and furnish opportunity to all personnel who participate in training, reassignments, details, and other actions that may prepare them for advancement.

As delegated by the Area Office SAC, the ASAC serves as the Acting Area Office SAC in his/her absence.

Testifies in legal, quasi-legal or administrative proceedings.

Receives and maintains a security clearance in accordance with federal regulations. Demonstrates the ability to meet the responsibilities associated with carrying a firearm in accordance with OCEFT policy.

Engages in airplane travel and driving of motor vehicles.

Performs other duties as assigned.

Knowledge Required by the Position:

Mastery of skill in applying the principles and techniques of conducting large-scale, complex investigations. A thorough knowledge of: the federal rules of evidence, including the laws and

decisions relating to search, seizure, and arrest; functions and jurisdictions of other federal, state, and local agencies; relationships between federal agencies and the need to share information with them or with other governmental jurisdictions that have primary responsibility for particular kinds of criminal violations.

Skill in planning and implementing investigations that may be multi- regional in character and coverage, are often complex, and may sometimes be controversial, may have a direct impact upon the national economy and/or specific industries, and involve highly sensitive issues.

Extensive experience and demonstrated skill in written and verbal communications.

Comprehensive understanding of scope, application and interpretation of laws enforced by the EPA and the EPA's mission, programs and operations.

Demonstrates knowledge and understanding of OCEFT and CID policies and procedures, as well as OCEFT's strategic investigative direction, including criteria for initiating significant cases, investigations of National and Regional Enforcement Priorities, and high impact cases.

Skill in applying technical guidelines, which include Federal Rules of Criminal Procedures, Title 18 of the Code of Federal Regulations, as well as legal cases and precedents and in exercising considerable judgment in interpreting and adapting existing precedents and developing new or improved approaches and methodologies.

Excellent organizational skills and ability to properly meet administrative and investigative documentation obligations in a timely manner.

Ability to develop and execute work plans while fostering effective human resources management. Ability to effectively supervise Criminal Investigators during the conduct of a wide variety of law enforcement activities. Ability to recruit, select, appraise and develop employees, to reward/improve employees' performance, and to incorporate equal employment opportunity principles into managerial responsibilities.

Ability to identify, evaluate and implement means of improving work processes and/or methods of operation. Ability to plan, coordinate, and direct the work of professional, technical, and administrative support personnel assisting with criminal investigations.

FACTORS

Program Scope and Effect:

Level 1-4 775 points

The incumbent assists with the oversight of a highly technical and complex program in an Area Office which covers a particular geographic region of the country. The duties of the incumbent impact regional programs, facilitate the Agency's accomplishment of its primary mission, affect programs of national significance impacting large segments of the nation's population, and may receive congressional or media attention.

Organizational Setting:**Level 2-1 100 points**

This position reports to the Area Office SAC, a position that is two reporting levels below the first SES position in the direct supervisory chain.

Supervisory and Managerial Authority Exercised:**Level 3-2c 450 points**

Performs the full range of supervisory functions. Exercises authority to plan and schedule ongoing work on a weekly, quarterly and annual basis, and to direct assignment of similar duration. Adjusts staffing levels or work procedures to accommodate resource allocation decisions made at higher organizational levels. Improves work methods and procedures to improve quality of work product. Oversees the development of technical data and other information useful to higher level managers in determining which goals and objectives to emphasize. Decides the methodologies to use in achieving work goals and objectives, and in determining oversight strategies.

This position has the authority to carry out and perform the following duties:

- Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Evaluate work performance of subordinates;
- Give advice, counsel, or instruction to employees on both work and administrative matters;
- Interview candidates for position in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effect minor disciplinary measures, such as warnings, and reprimands, recommending other action in more serious cases;
- Identify developmental and training needs of employees, providing or arranging for needed development and training;
- Find ways to improve production or increase the quality of the work directed;
- Develop performance standards.
- Exercise significant responsibilities in dealing with officials of other units or organizations, or advise management officials of higher rank.

- Make decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit.
- Approve expenses comparable to within-grade increases, extensive overtime, and employee travel.
- Recommend awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others.

Personal Contacts:

Nature of Contacts:

Level 4a-3 75 points

Contacts are generally with mid- to high-ranking individuals or organized groups, from both inside and outside the Agency. These may include federal, state, and local government agency representatives; EPA Regional and Headquarters technical and legal staff; attorneys from the Department of Justice; criminal defense counsel; federal judges; local media journalists; and the general public. Contacts may take place in meetings, conferences, briefings, speeches, presentations, or oversight hearings for which the employee is designated as a contact point by the SAC. Incumbent may be required to provide briefing packages or similar presentation materials that require extensive analytical input by the incumbent and subordinates.

Purpose of Contacts:

Level 4b-4 125 points

The purpose of the contacts is to influence, motivate, or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed, or involving the commitment or distribution of resources, when opposition or resistance is encountered to significant organizational or philosophical conflict, competing objectives, major resource limitations, or comparable issues.

Difficulty of Typical Work Directed:

Level 5-8 1030 points

At least twenty-five percent of the non-supervisory duty hours of subordinates' workload is equal to the GS-13 level.

Other Conditions:

Level 6-6 1325 points

The level of difficulty/complexity of the supervisory duties and authorities is based on supervising GS-13 or lower level work and subordinates, that involves the coordination of important/complex programs or segments and major decisions having substantial effect on the organization and programs managed.

Incumbent works irregular, unscheduled, and overtime hours and has the responsibility to recognize, without supervision, circumstances which require remaining on duty. Incumbent must be prepared to return to duty upon being summoned regardless of holiday or off-time considerations. Incumbent must be prepared to work extended shifts of duty; all of the above is specified in 5 U.S.C. § 5545.

Prior experience as a law enforcement officer is a requirement for this position.

Frequent travel may be required in supervisory endeavors. Incumbent must be available 24 hours a day to respond to assignments and/or personnel issues that need to be addressed promptly.

The incumbent will be required to travel on short notice. Incumbent is required to utilize the most expedient form of transportation, commercial or private (including airplane travel) as determined by the Area Office SAC.

The incumbent shall be subject to relocations (permanent change of station) anywhere in the United States as determined by the needs of the Criminal Investigation Division. Determinations regarding a permanent change of station move will be made by the Director, OCEFT, in accordance with federal regulations.

Due to the nature of the work, this position is covered by the provisions of 5 U.S.C. § 8336(c)(1). Specifically: 5 U.S.C. § 8336(c)(1) states: an employee who is separated from the service after becoming 50 years of age and completing 20 years of service as a law enforcement officer or firefighter, or any combination of such service totaling 20 years, or completing 25 years of such service at any age is entitled to an annuity.

This is a Secondary Supervisory position.

PHYSICAL DEMANDS:

Incumbent must maintain a high standard of physical condition in order to work long hours under adverse conditions, and supervise criminal investigations that may involve covert surveillance and undercover work requiring physical exertion. Performance of duties may require frequent site visits and sampling surveys to suspected hazardous waste sites which may require climbing and walking over rough terrain, bending and physical exertion. Performance of duties also requires the safe operation of motor vehicles. Incumbent is required to participate in the EPA CID medical monitoring program and physical training program.

Incumbent, in carrying out the duties of environmental criminal investigations, may work in an environment that involves exposure to potentially dangerous chemicals, situations, and individuals requiring the incumbent to exercise special safety precautions.

Incumbent must possess the ability to remain calm in the face of crisis and exercise a high degree of independent judgment in dealing with emergency situations that may occur. Any failure by the incumbent to properly and effectively perform assigned responsibilities could have fatal consequences and/or have an impact on national security considerations.

TOTAL POINTS = 3880